

Tempe Fire Department Policies and Procedures
Senior Fire Inspector
410.02J
Rev 9-20-94

DEFINITION

To perform a variety of complex technical inspections of public, commercial, industrial, residential, and other buildings and premises to secure compliance with the City's fire prevention codes and regulations; to investigate complaints and violations and recommend corrective action; and to assist in the investigation of fires and the development of fire safety education programs.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Fire Marshal or from other supervisory or management staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Conduct complex inspections of buildings and property for fire hazards, efficiency of fire protective equipment, adequacy of fire exits, and general compliance with fire prevention laws and standards.
- Conduct inspection and acceptance tests on automatic fire extinguishing systems and alarm systems, inspect the storage of explosives and flammables.
- Conduct complex fire and arson investigations to determine origin and cause of fires; collect and preserve evidence in arson cases.
- Photograph fire scenes, collect evidence, and prepare detailed and accurate reports for presentation in court; testify in criminal and civil courts.
- Conduct counseling for the Juvenile Firesetter Program.
- Advise property owners on the removal of fire hazards and if necessary induce compliance to correct hazards.
- Receive and investigate complaints of alleged fire hazards and recommend corrective action as necessary to resolve complaints; answer questions and provide information to the public.
- Develop fire prevention, arson investigation, and similar programs for public and internal use; assist or conduct fire prevention classes for schools, churches, civic groups, and the general public.
- Meet with citizen groups, organizations, contractors, architects, engineers, and developers regarding fire prevention; conduct oral presentations and provide information on fire codes and fire prevention.
- Review construction documents in relation to fire prevention laws and codes.
- Respond to major fires on an on-call basis; notify other fire personnel of any unusual fire hazards.
- Conduct inspections for liquor permits and tax license compliance.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Codes, laws, policies, and procedures relating to fire prevention and fire inspection.
- Building construction and material used in building construction.
- Techniques of technical report writing.
- Safe work practices and procedures.
- Public relations as related to obtaining cooperation and compliance with fire codes and laws.
- Fire hazards, related prevention, and abatement methods.
- Fire prevention inspection methods and techniques.

Ability to:

- Conduct inspections and observe and record findings.
- Conduct the most complex fire inspection and investigative work.
- Deal effectively with property owners, managers, and the general public in difficult work situations.
- Detect fire hazards and make appropriate recommendations to ensure correction.
- Give oral and written instructions on ways to prevent and eliminate fire hazards.
- Respond to inquiries, complaints, and requests for service in a fair, tactful, and firm manner.
- Speak publicly and give presentations.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible experience in fire prevention and municipal inspection work, including a working knowledge of building construction, materials, codes, and laws relating to fire prevention and investigation.

Training:

Equivalent to the completion of the twelfth grade supplemented by course work in fire science, fire prevention, and fire investigation or a related field.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid Arizona driver's license.